**BIRLA INSTITUTE OF TECHNOLOGY FORM D**

**MESRA, RANCHI**

APPLICATION FOR OBTAINING

**(1) DUPLICATE DEGREE** CERTIFICATE / (2) **DUPLICATE PROVISIONAL** CERTIFICATE / (3) **DUPLICATE TRANSFER & MIGRATION** CERTIFICATE / (4) **DUPLICATE GRADE CARDS**

**Fee Details**

Amount : ………………………………………………..

DD No. & Date :………………………………………….

Name of the Bank :……………………………………….

Branch :…………………………..……………………….

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To Date:

The Registrar / COE

Birla Institute of Technology, Mesra,

Ranchi, PIN- 835215 (Jharkhand)

Sir/Madam,

I am furnishing hereunder the details of my educational qualifications for your kind perusal and request you to kindly issue me the …………………………………………………………………

Name of the Candidate: ……………………………………………………………………………

(In BLOCK LETTER - as per the Certificate)

Gender: ……………………………………………………………………………………………..

Name of the Degree : ……….……………………………………………………………………...

Roll No. ……….……………………………………………………………………………………

Mesra Campus / Off-Campus where studied: …………….………………………………………..

Period of study: …………………………………………………………………………………….

Year of Passing: ……………………………………………………………………………………

Medium of Instruction: ……...……………………………………………………………………..

Phone No: ……...…………………………………………………………………………………...

Address for Communication where the above duplicate ……………………………certificate has to be sent / to collect by hand:

……...………………………………………………………………………………………………

………………………………………………………………………………………………………

I have enclosed the required documents as per instructions mentioned below.

**SIGNATURE OF THE CANDIDATE**

Note: Fee has to be paid in the form of Demand Draft to be drawn in favour of “Birla Institute of Technology, Mesra “payable at Mesra, Ranchi or submission of fee receipt and to be sent to In-charge, Students Section, Birla Institute of Technology, Mesra, Ranchi- 835215.

NOTE:

**(1)** **Duplicate Degree certificate / Duplicate Provisional certificate / Duplicate Transfer & Migration certificate** may be issued on request to the **Registrar, BIT Mesra,** if the applicant;

(a)  Provides proof to substantiate loss or theft of the certificate supported by an authenticated copy of FIR (First Information Report) lodged with the nearest Police Station of the area where she/he lost the certificate

OR

Accidentally damages the certificate which is still recognizable, but cannot be used as a certificate any more, and sends the damaged certificate to the Institute.

(b) Provides an affidavit attested by a Notary on a non-judicial stamp paper of Rs.20/-.

(c)Writes an application addressed to **“Registrar, BIT Mesra”** mentioning the loss of the degree and enclosing the above documents.

(d)Attaches a photocopy of the original degree / provisional degree conferred by BIT Mesra (if available).

(e)Provides the proof of payment for obtaining the document.

**(2)** **Duplicate Grade Card** may be issued on request to the **COE, BIT Mesra**, if the applicant;

(a)  Provides proof to substantiate loss or theft of the Grade Card / Identity Card supported by an authenticated copy of FIR (First Information Report) lodged with the nearest Police Station of the area where she/he lost the certificate

OR

Accidentally damages the Grade Card which is still recognizable, but cannot be used any more, and sends the damaged certificate to the Institute.

(b) Provides an affidavit attested by a Notary on a non-judicial stamp paper of Rs.20/-.

(c)Writes an application addressed to “**COE, BIT Mesra**” mentioning the loss of the degree and enclosing the above documents.

(d)Attaches a photocopy of the original Grade Card / Identity Card (as applicable) conferred by BIT Mesra (if available).

(e)Provides the proof of payment for obtaining the document.